


# Montana





**Entered the Union:** 1889  
**Population (est. 1994):**  
 856,000 Rank: 44/50  
**Land Area (square miles):**  
 145,556 Rank: 4/50

## State Historical Records Coordinator:


Kathryn Otto, State Archivist  
 Montana Historical Society  
 225 North Roberts Street, Helena, MT 59620  
 Telephone: (406) 444-4775  
 Internet: kotto@mt.net

ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>State Archives Established:</b> 1969 <b>State Records Management Initiated:</b> 1977 <b>Archives Placement:</b> Montana Historical Society, Library and Archives Division, Archives <b>Records Management Placement</b> Secretary of State, Records Management Bureau	<b>State Govt Expenditures (1993):</b> \$2,282,752,000 <b>Total Budget, Archives (FY 1994):</b> \$88,200 <small>See "Notes" section, below, for program elements included in budget and FTEs.</small> <b>Percent of Total State Expenditures Allocated to Archives:</b> (Records management not included) 0.004 % Archives funding has been relatively stable over last 2 years.





STAFFING		
State Government FTEs (1992): 17,095		Number of Archives FTEs per 1000 State FTEs: 0.23
Archives FTEs (1994) (records management not included): Total4		Average earnings for all full-time state employees (Oct. 1992): \$27,600 per year Salary ranges for entry level professionals Archivist \$22,345-27,027

HOLDINGS			
<b>State Archives</b>			<b>Records Center</b>
Paper records	Government	5,597 cu. ft.	No report received.
	Nongovernment	6,243 cu. ft.	
Photographs, films, videos		separated to Photo Archives	
Audio tapes		3,029 items	
Maps, blueprints, drawings, books		separated to Library	
Artifacts, 3D items		separated to Museum	

ACCESS TO RECORDS IN STATE ARCHIVES



<b>Reference services provided (FY 1994)</b> <table><tr><td>Individual daily visits</td><td>451</td></tr><tr><td>Mail requests</td><td>168</td></tr><tr><td>Telephone requests</td><td>200</td></tr></table> <p>Reference activity has been relatively stable over last 2 years.</p> <p><b>Services provided free of charge:</b></p> <ul style="list-style-type: none"><li>Use of reference room</li><li>Answers to in-state and out-of-state mail requests</li><li>Typed certified copies or exemplifications</li></ul> <p><b>Services provided for a fee:</b></p> <ul style="list-style-type: none"><li>Photocopies and faxes of documents or finding aids</li><li>Commercial use of documents/photos</li></ul> <p>No fees have been initiated in last 2 years.</p>	Individual daily visits	451	Mail requests	168	Telephone requests	200	<p><b>Arrangement and description activities (FY 1994)</b></p> <p>Records arranged and described97 cu. ft.</p> <p><b>Descriptions of holdings are provided through:</b></p> <p>Network:WLN (Western Library Network)</p> <p><b>Nonelectronic finding aids</b> available at State Archives describe 100% of the holdings at the record group level.</p> <p><b>Automated finding aids</b> accessible in-house describe 100% of State Archives holdings at the record group level</p> <p><b>Automated finding aids</b> accessible remotely describe 10% of State Archives holdings at record group level.</p>
Individual daily visits	451						
Mail requests	168						
Telephone requests	200						

<b>FACILITIES</b>																				
<p><b>State Archives Building</b> (owned by Montana Historical Society)</p> <p>Constructed: 1971      Renovated: 1985</p> <p>Total storage capacity: 17,332 cu. ft.</p> <p>Percent now occupied: 75%</p> <p style="margin-left: 40px;">Will be full within 5 years No construction planned (hoping to add compact shelving)</p> <p>Existing environmental controls (NFPA standards):</p> <ul style="list-style-type: none"> <li>100% year-round temperature controls</li> <li>100% year-round humidity controls</li> <li>100% fire detection</li> <li>100% fire suppression</li> </ul>	<p><b>State Records Center</b> No report received</p>																			
<b>SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES</b>																				
<p><b>Technical assistance provided by State Archives (FY 1994):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">No. completed</td> <td style="width: 10%;">135</td> <td style="width: 60%;">(state agencies)</td> </tr> <tr> <td></td> <td>30</td> <td>(local govt officials)</td> </tr> <tr> <td>No. of agencies served</td> <td>47</td> <td>(state agencies)</td> </tr> <tr> <td></td> <td>27</td> <td>(local govt officials)</td> </tr> </table> <p><b>No. of local government units (1992):</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">56 counties</td> <td style="width: 10%;">544</td> <td style="width: 60%;">school districts</td> </tr> <tr> <td>128 municipalities</td> <td>578</td> <td>special districts</td> </tr> </table>	No. completed	135	(state agencies)		30	(local govt officials)	No. of agencies served	47	(state agencies)		27	(local govt officials)	56 counties	544	school districts	128 municipalities	578	special districts	<p><b>Services to state and local government agencies, nongovernment repositories by State Archives:</b></p> <ul style="list-style-type: none"> <li>Training and consultation</li> <li>Publications</li> <li>Labor in agencies (inventorying, processing, conservation) (nongovernment repositories only)</li> </ul> <p>State Archives may accept original records from local governments as a repository of last resort.</p>	
No. completed	135	(state agencies)																		
	30	(local govt officials)																		
No. of agencies served	47	(state agencies)																		
	27	(local govt officials)																		
56 counties	544	school districts																		
128 municipalities	578	special districts																		
<b>MICROGRAPHICS</b>	<b>PRESERVATION POLICIES AND SERVICES</b>	 																		
<p><b>Microfilming activities</b></p> <p>No report received on centralized micrographics services.</p> <p>State Archives has not experienced redox problems.</p> <p>State Archives stores some security microfilm for state and local government agencies. The vast majority of the masters and security copies are stored at the Records Management Bureau.</p>	<p><b>Preservation activities by State Archives (FY 1994)</b></p> <p>1,015 sheets cleaned 1 sheet deacidified 25 sheets mended 1 sheet encapsulated 2 volumes disbound 97 cu. ft. rehoused</p> <p>State Archives does not have a written preservation plan or a written disaster plan.</p> <p>State Archives does not have a preservation officer and or employ a trained, full-time conservator.</p> <p>Montana does not have a statewide preservation plan.</p>																			
<b>AUTOMATED APPLICATIONS</b>																				
<p><b>State Archives uses automated applications for the following:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Finding aids</td> <td style="width: 70%;">Cuadra STAR</td> </tr> <tr> <td>Accessioning</td> <td>Cuadra STAR</td> </tr> <tr> <td>Inventory control</td> <td>Cuadra STAR</td> </tr> <tr> <td>Correspondence</td> <td>Cuadra STAR and Word Perfect</td> </tr> <tr> <td>Publications</td> <td>Word Perfect and Microsoft Publisher</td> </tr> </table>	Finding aids	Cuadra STAR	Accessioning	Cuadra STAR	Inventory control	Cuadra STAR	Correspondence	Cuadra STAR and Word Perfect	Publications	Word Perfect and Microsoft Publisher	<p><b>Electronic Mail</b></p> <p>Historical Society staff can communicate within the agency and with other state government agencies through a government-wide e-mail system.</p> <p>NASIRE reports that Montana has implemented a government-wide e-mail system. The State Coordinator reports that Montana has recently added Internet access. Within the next few months, the Library, Photo Archives, and the State Archives will be able to access the Internet.</p>									
Finding aids	Cuadra STAR																			
Accessioning	Cuadra STAR																			
Inventory control	Cuadra STAR																			
Correspondence	Cuadra STAR and Word Perfect																			
Publications	Word Perfect and Microsoft Publisher																			

**ELECTRONIC RECORDS**

Montana Historical Society has no program for electronic records.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1977 statute

Includes electronic records. **Public's right to access to government records** provided in statute and state constitution. **Restrictions to specific classes of records** provided, no time limits set. **Permanent paper standards** None (Supreme Court has issued such standards for its own records) **Optical imaging standards** 1993 recommendations

**Admissibility of microfilm**

1977 statute **Admissibility of optical images**

1979 statute added "computer storage media" that is assumed to apply to optical images **Admissibility of electronic records**

1979 statute **Theft/defacement of a public record**

None **Replevin**

None

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

No formal program.

State Archivist served on Access and Privacy Task Force of the Information Advisory Council to develop "Information Technology Strategic Plan for the State of Montana" issued July 1994. **Information Policy Coordination**

Constituted formally, assigned to Department of Administration; State Archivist is active in its work.

**Government Information Locator Service**

No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that Montana has implemented kiosk system and has interactive voice response and bulletin board services.

NGA reports that several state agencies, in cooperation with Montana State University, worked together to design a statewide drought monitoring system incorporating a GIS.

Montana Information Delivery System

<http://www.mt.gov/>

Natural Resource Information System

<http://nris.msl.mt.gov/>

**SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS****Oral History Guide**

will be published in fall 1995 **Revising Local Government Retention Schedules**

Working through the Local Government Records Committee. Project is starting with Clerk and Recorders, District Court Clerks, Municipal Clerks, and school districts. It is hoped that they will be completed in 1995.

**SHRAB ACTIVITIES****Planning Grant**

underway, will be completed in December 1995

**Public Records Law Seminar**

[NAGARA Clearinghouse 11:1 (Winter 1995)]

## FOR FURTHER INFORMATION

**State Archives**

Kathryn Otto, State Archivist  
 Montana Historical Society  
 225 North Roberts Street, Helena, MT 59620  
 Telephone: (406) 444-4775 Fax: (406) 444-2696  
 Internet: kotto@mt.net

**Notes**

The State Records Management office did not respond to the FY1994 NAGARA/COSHRC Joint Survey. The statistics given in this report, therefore, reflect only that activity reported by the State Archives.

**Abbreviations/Acronyms**

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

**Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Kathryn Otto, State Archivist, Montana Historical Society, 225 North Roberts Street, Helena, MT 59620. Telephone: (406) 444-4775. Internet: kotto@mt.net

Estimated State Population (July 1, 1994):  
 Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.